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ABSTRACT

This comprehensive and innovative style manual has been designed to be clear and jargon-free, to serve as an alternative to the often confusing style manuals of years gone by. The manual is intended for use by students, professionals, and writers at any level. The manual, created by an expert in linguistics and lexicography, provides: (1) an A to Z dictionary-modeled format to eliminate time-consuming word searches; (2) rules of usage broken down into concise, easy-to-understand concepts; (3) authoritative, up-to-date answers to all questions on style, grammar, and usage; and (4) hundreds of trademarks, company names, geographical places, official titles, etc. A brief "How To Use" section at the beginning of the manual enlightens the student or general reader as to how to proceed. (NKA)

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